

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Workers' Compensation – Sacramento Transition to Imaging	REFERENCE NUMBER: 2009-005
DATE ISSUED: 01/16/09	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Return-to-Work Coordinators
Health and Safety Officers**

FROM: Department of Personnel Administration
Benefits Division

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The State Contract Services Offices are continuing the transition to imaged correspondence.

Effective February 2, 2009, all mail relating to claims handled at the Sacramento State Contracts Office should be sent to this "new" PO BOX:

STATE COMPENSATION INSURANCE FUND
CLAIMS PROCESSING CENTER
PO BOX 3171
SUISUN CITY, CA 94585

Please continue to send mail not related to a specific claim to their current street address:

2450 Venture Oaks Way, Suite 500
Sacramento, CA 95833

When the next office makes the transition, another notice will be sent.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division